

# Print Specifications and Forms

## VOLUME VI SECTION

# 7

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## Direct Loan Print Specifications

Beginning in July 2006 for the 2005-2006 award year and forward, several Direct Loan documents are new or have been revised as a result of the Higher Education Reconciliation Act (HERA) of 2005. The following new/revised documents incorporate HERA specific changes and information, and must be included with the appropriate MPN correspondence packages:

- Revised Plain Language Disclosure for Direct Loan PLUS
- Revised Plain Language Disclosure for Direct Loan Subsidized/Unsubsidized

## Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications

### Borrower Information

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications				Borrower Information
Label	Line	Col	Field	Print Instructions
BORROWER INFORMATION---	1		Section Heading	From left to right, print label "BORROWER INFORMATION" succeeded by dashes across page
1. Name and Address	2	1	Data element label	From left to right in column 1, print data element label, "1. Name and Address"
1. Name and Address	5	1	Student Borrower's Last Name, First Name and Middle Initial	From left to right, print the Student Borrower's Last Name, First Name, and Middle Initial. Print a comma and space following Last Name and a space after the First Name. Left justify within the print field.
1. Name and Address	6	1	Student Borrower's Permanent Address OR Student Borrower's Local Address	From left to right, print the Student Borrower's Street Address. Left justify within the print field.
1. Name and Address	7	1	Student Borrower's Permanent City, State, and Zip Code OR Student Borrower's Local City, State, and Zip Code	From left to right, print the Student Borrower's City, Mailing State, and Zip Code. Separate each field with a space and follow city with a comma. Left justify within the print field.
2. Date of Disclosure Statement	2	2	Data element label	From left to right in column 2, print data element label "2. Date of Disclosure Statement"
2. Date of Disclosure Statement	5	2	Date Disclosure Statement is printed.	Print date in MM/DD/CCYY format.
3. Area Code/Telephone Number	7	2	Data element label	From left to right in column 2, print label "3. Area Code/Telephone Number"
3. Area Code/Telephone Number	8	2	Student Borrower's Permanent Telephone Number	Print the Student Borrower's Permanent Telephone Number in (999) 999-9999 format.

## School Information

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications				School Information
Label	Line	Col	Field	Print Instructions
SCHOOL INFORMATION---	9		Section Heading	From left to right, print section heading "SCHOOL INFORMATION" succeeded by dashes across the page
4. School Name and Address	10	1	Data element label	From left to right in column 1, print data element label "4. School Name and Address"
4. School Name and Address	11	1	School Name	From left to right, print the School Name associated with the Direct Loan School Code on the Origination. Left justify within the print field
4. School Name and Address	12	1	School Address	From left to right, print the School's Street Address. Left justify within the print field
4. School Name and Address	13	1	School Address	From left to right, print the school's city, state, and zip code associated with the Direct Loan School Code above. Separate each field with a space and follow city with a comma. Left justify within the print field
5. School Code/Branch	10	2	Data element label	From left to right in column 2, print data element label "5. School Code/Branch"
5. School Code/Branch	12	2	Direct Loan School Code	Print the Direct Loan School Code on the origination.

## Loan Information

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications				Loan Information
Label	Line	Col	Field	Print Instructions
LOAN INFORMATION—	14		Section Heading	From left to right, print section heading "LOAN INFORMATION" succeeded by dashes across the page.
6. Loan Identification Number(s)	15	1	Data element label	From left to right in column 1, print label "6. Loan Identification Number(s)"
6. Loan Identification Number(s)	16	1	Award ID (Loan ID)	Print the Award ID (Loan ID) of Subsidized loan record in XXXXX9999S12X99999999 format. Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X."
6. Loan Identification Number(s)	17	1	Award ID (Loan ID)	Print the Award ID (Loan ID) of Unsubsidized loan record in XXXXX9999U12X99999999 format. Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X."
7. Loan Period(s)	15	2	Data element label	From left to right in column 2, print data element label "7. Loan Period(s)"
7. Loan Period(s)	16	2	Award Start and End Date (Loan Period Start and End Date)	Print Award Start and End Date (Loan Period Start and End Date) of Subsidized loan record in MM/DD/CCYY – MM/DD/CCYY format.
7. Loan Period(s)	17	2	Award Start and End Date (Loan Period Start and End Date)	Print Award Start and End Date (Loan Period Start and End Date) of Unsubsidized loan record in MM/DD/CCYY – MM/DD/CCYY format.
8. Loan Fee %	15	3	Data element label	From left to right in column 3, print label "8. Loan Fee %"
8. Loan Fee %	16	3	Loan Fee Percentage	Print Loan Fee Rate of Subsidized loan record in 9.999 % format.
8. Loan Fee %	17	3	Loan Fee Percentage	Print Loan Fee Rate of Unsubsidized loan record in 9.999 % format.
-----	18		Section separator	From left to right, print dashes across page to form a separator line.
9. Information about the loan(s) that your school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts below. Your school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts.	19, 20, 21, 22		Text Statement	From left to right, print statements "9. Information about the loan(s) that your school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts below. Your school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts."
	23		Blank line	Insert a blank line

## Chart of Anticipated Disbursements (Direct Subsidized Loan)

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications Chart of Anticipated Disbursements (Direct Subsidized Loan)				
Label	Line	Col	Field	Print Instructions
Direct	24	1	Label	From left to right in column 1, print the label "Direct"
Subsidized	25	1	Label	From left to right in column 1, print the label "Subsidized"
Loan	26	1	Label	From left to right in column 1, print the label "Loan"
Gross Loan Amount	24	2	Column heading	From left to right in column 2, print the label "Gross Loan Amount"
–	24		Minus sign	Print the minus sign "–"
Loan Fee Amount	24	3	Column heading	From left to right in column 3, print the heading "Loan Fee Amount"
+	24		Plus sign	Print the Plus sign "+"
Interest Rebate Amount	24	4	Column heading	From left to right in column 4, print the heading "Interest Rebate Amount"
=	24		Equal sign	Print the equal sign "="
Net Loan Amount	24	5	Column heading	From left to right in column 5, print the heading "Net Loan Amount"
Gross Loan Amount	25	2	Total gross loan amount	Print total anticipated disbursement gross amount of Subsidized loan record in \$99999.99 format
–	25		Minus sign	Print the minus sign "–"
Loan Fee Amount	25	3	Total loan fee amount	Print total anticipated disbursement loan fee amount of Subsidized loan record in \$99999.99 format
+	25		Plus sign	Print the Plus sign "+"
Interest Rebate Amount	25	4	Total interest rebate amount	Print total anticipated disbursement interest rebate amount of Subsidized loan record in \$99999.99 format
=	25		Equal sign	Print the equal sign "="
Net Loan Amount	25	5	Total net loan amount	Print total anticipated disbursement net amount of Subsidized loan record in \$99999.99 format
Your school plans to disburse the Net Loan Amount as follows:	27		Text Statement	From left to right starting in column 2, print statement "Your school plans to disburse the Net Loan Amount as follows:"
	28		Blank line	Insert a blank line
Date	29	2	Column Heading	In column 2, print heading "Date"
Net Disbursement Amount	29	3	Column Heading	In column 3, print heading "Net Disbursement Amount"
Date	29	4	Column Heading	In column 4, print heading "Date"
Net Disbursement Amount	29	5	Column Heading	In column 5, print heading "Net Disbursement Amount"
Date	30	2	1st Anticipated Disbursement Date	Print 1st Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications				
Chart of Anticipated Disbursements (Direct Subsidized Loan)				
Label	Line	Col	Field	Print Instructions
Net Disbursement Amount	30	3	1st Anticipated Net Disbursement Amount	Print 1st Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	31	2	2nd Anticipated Disbursement Date	Print 2nd Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	31	3	2nd Anticipated Net Disbursement Amount	Print 2nd Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	32	2	3rd Anticipated Disbursement Date	Print 3rd Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	32	3	3rd Anticipated Net Disbursement Amount	Print 3rd Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	33	2	4th Anticipated Disbursement Date	Print 4th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	33	3	4th Anticipated Net Disbursement Amount	Print 4th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	34	2	5th Anticipated Disbursement Date	Print 5th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	34	3	5th Anticipated Net Disbursement Amount	Print 5th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	35	2	6th Anticipated Disbursement Date	Print 6th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	35	3	6th Anticipated Net Disbursement Amount	Print 6th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	36	2	7th Anticipated Disbursement Date	Print 7th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	36	3	7th Anticipated Net Disbursement Amount	Print 7th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	37	2	8th Anticipated Disbursement Date	Print 8th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	37	3	8th Anticipated Net Disbursement Amount	Print 8th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	38	2	9th Anticipated Disbursement Date	Print 9th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	38	3	9th Anticipated Net Disbursement Amount	Print 9th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	39	2	10th Anticipated Disbursement Date	Print 10th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	39	3	10th Anticipated Net Disbursement Amount	Print 10th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	30	4	11th Anticipated Disbursement Date	Print 11th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	30	5	11th Anticipated Net Disbursement Amount	Print 11th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	31	4	12th Anticipated Disbursement Date	Print 12th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format



## Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications

## Chart of Anticipated Disbursements (Direct Subsidized Loan)

Label	Line	Col	Field	Print Instructions
Net Disbursement Amount	31	5	12th Anticipated Net Disbursement Amount	Print 12th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	32	4	13th Anticipated Disbursement Date	Print 13th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	32	5	13th Anticipated Net Disbursement Amount	Print 13th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	33	4	14th Anticipated Disbursement Date	Print 14th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	33	5	14th Anticipated Net Disbursement Amount	Print 14th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	34	4	15th Anticipated Disbursement Date	Print 15th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	34	5	15th Anticipated Net Disbursement Amount	Print 15th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	35	4	16th Anticipated Disbursement Date	Print 16th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	35	5	16th Anticipated Net Disbursement Amount	Print 16th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	36	4	17th Anticipated Disbursement Date	Print 17th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	36	5	17th Anticipated Net Disbursement Amount	Print 17th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	37	4	18th Anticipated Disbursement Date	Print 18th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	37	5	18th Anticipated Net Disbursement Amount	Print 18th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	38	4	19th Anticipated Disbursement Date	Print 19th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	38	5	19th Anticipated Net Disbursement Amount	Print 19th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
Date	39	4	20th Anticipated Disbursement Date	Print 20th Anticipated Disbursement Date of Subsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	39	5	20th Anticipated Net Disbursement Amount	Print 20th Anticipated Net Disbursement Amount of Subsidized loan record in \$99999.99 format
	40		Blank line	Insert a blank line

## Chart of Anticipated Disbursements (Direct Unsubsidized Loan)

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications Chart of Anticipated Disbursements (Direct Unsubsidized Loan)				
Label	Line	Col	Field	Print Instructions
Direct	41	1	Label	From left to right in column 1, print the label "Direct"
Unsubsidized	42	1	Label	Print and left justify the label "Unsubsidized"
Loan	43	1	Label	Print and left justify the label "Loan"
Gross Loan Amount	41	2	Column heading	From left to right in column 2, print the heading "Gross Loan Amount"
–	41		Minus sign	Print the minus sign "–"
Loan Fee Amount	41	3	Column heading	From left to right in column 3, print the heading "Loan Fee Amount"
+	41		Plus sign	Print the Plus sign "+"
Interest Rebate Amount	41	4	Column heading	From left to right in column 4, print the heading "Interest Rebate Amount"
=	41		Equal sign	Print the equal sign "="
Net Disbursement Amount	41	5	Column heading	From left to right in column 5, print the heading "Net Disbursement Amount"
Gross Loan Amount	42	2	Total gross loan amount	Print total anticipated gross loan amount of Unsubsidized loan record in \$99999.99 format
–	42		Minus sign	Print the minus sign "–"
Loan Fee Amount	42	3	Total loan fee amount	Print total anticipated loan fee amount of Unsubsidized loan record in \$99999.99 format
+	42		Plus sign	Print the Plus sign "+"
Interest Rebate Amount	42	4	Total interest rebate amount	Print total anticipated interest rebate amount of Unsubsidized loan record in \$99999.99 format
=	42		Equal sign	Print the equal sign "="
Net Disbursement Amount	42	5	Total net loan amount	Print total anticipated net loan amount of Unsubsidized loan record in \$99999.99 format
Your school plans to disburse the Net Loan Amount as follows:	44		Statement	From left to right starting in column 2, print statement "Your school plans to disburse the Net Loan Amount as follows:"
	45		Blank line	Insert a blank line
Date	46	2	Column heading	In column 2, center heading "Date"
Net Disbursement Amount	46	3	Column heading	In column 3, center heading "Net Disbursement Amount"
Date	46	4	Column heading	In column 4, center heading "Date"
Net Disbursement Amount	46	5	Column heading	In column 5, center heading "Net Disbursement Amount"
Date	47	2	1st Anticipated Disbursement Date	Print 1st Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	47	3	1st Anticipated Net Disbursement Amount	Print 1st Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format

## Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications

## Chart of Anticipated Disbursements (Direct Unsubsidized Loan)

Label	Line	Col	Field	Print Instructions
Date	48	2	2nd Anticipated Disbursement Date	Print 2nd Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	48	3	2nd Anticipated Net Disbursement Amount	Print 2nd Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	49	2	3rd Anticipated Disbursement Date	Print 3rd Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	49	3	3rd Anticipated Net Disbursement Amount	Print 3rd Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	50	2	4th Anticipated Disbursement Date	Print 4th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	50	3	4th Anticipated Net Disbursement Amount	Print 4th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	51	2	5th Anticipated Disbursement Date	Print 5th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	51	3	5th Anticipated Net Disbursement Amount	Print 5th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	52	2	6th Anticipated Disbursement Date	Print 6th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	52	3	6th Anticipated Net Disbursement Amount	Print 6th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	53	2	7th Anticipated Disbursement Date	Print 7th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	53	3	7th Anticipated Net Disbursement Amount	Print 7th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	54	2	8th Anticipated Disbursement Date	Print 8th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	54	3	8th Anticipated Net Disbursement Amount	Print 8th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	55	2	9th Anticipated Disbursement Date	Print 9th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	55	3	9th Anticipated Net Disbursement Amount	Print 9th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	56	2	10th Anticipated Disbursement Date	Print 10th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	56	3	10th Anticipated Net Disbursement Amount	Print 10th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	47	4	11th Anticipated Disbursement Date	Print 11th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	47	5	11th Anticipated Net Disbursement Amount	Print 11th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	48	4	12th Anticipated Disbursement Date	Print 12th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	48	5	12th Anticipated Net Disbursement Amount	Print 12th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format

Direct Loan Subsidized/Unsubsidized Disclosure Statement Print Specifications				
Chart of Anticipated Disbursements (Direct Unsubsidized Loan)				
Label	Line	Col	Field	Print Instructions
Date	49	4	13th Anticipated Disbursement Date	Print 13th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	49	5	13th Anticipated Net Disbursement Amount	Print 13th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	50	4	14th Anticipated Disbursement Date	Print 14th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	50	5	14th Anticipated Net Disbursement Amount	Print 14th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	51	4	15th Anticipated Disbursement Date	Print 15th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	51	5	15th Anticipated Net Disbursement Amount	Print 15th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	52	4	16th Anticipated Disbursement Date	Print 16th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	52	5	16th Anticipated Net Disbursement Amount	Print 16th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	53	4	17th Anticipated Disbursement Date	Print 17th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	53	5	17th Anticipated Net Disbursement Amount	Print 17th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	54	4	18th Anticipated Disbursement Date	Print 18th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	54	5	18th Anticipated Net Disbursement Amount	Print 18th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	55	4	19th Anticipated Disbursement Date	Print 19th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	55	5	19th Anticipated Net Disbursement Amount	Print 19th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format
Date	56	4	20th Anticipated Disbursement Date	Print 20th Anticipated Disbursement Date of Unsubsidized loan record in MM/DD/CCYY format
Net Disbursement Amount	56	5	20th Anticipated Net Disbursement Amount	Print 20th Anticipated Net Disbursement Amount of Unsubsidized loan record in \$99999.99 format

## Direct Loan PLUS Disclosure Statement Print Specifications

### Borrower Information

Direct Loan PLUS Disclosure Statement Print Specifications				Borrower Information
Label	Line	Col	Field	Print Instructions
BORROWER INFORMATION---	1		Section Heading	From left to right, print label "BORROWER INFORMATION" succeeded by dashes across page
1. Name and Address	2	1	Data element label	From left to right in column 1, print data element label, "1. Name and Address"
1. Name and Address	5	1	Parent Borrower's Last Name, First Name and Middle Initial	From left to right, print the Parent Borrower's Last Name, First Name, and Middle Initial. Print a comma and space following Last Name and a space after the First Name. Left justify within the print field.
1. Name and Address	6	1	Parent Borrower's Permanent Address	From left to right, print the Parent Borrower's Street Address. Left justify within the print field.
1. Name and Address	7	1	Parent Borrower's Permanent City, State, and Zip Code	From left to right, print the Parent Borrower's City, Mailing State, and Zip Code. Separate each field with a space and follow city with a comma. Left justify within the print field.
2. Date of Disclosure Statement	2	2	Data element label	From left to right in column 2, print data element label "2. Date of Disclosure Statement"
2. Date of Disclosure Statement	5	2	Date Disclosure Statement is printed	Print date in MM/DD/CCYY format.
3. Area Code/Telephone Number	7	2	Data element label	From left to right in column 2, print label "3. Area Code/Telephone Number"
3. Area Code/Telephone Number	8	2	Parent Borrower's Permanent Telephone Number	Print the Parent Borrower's Permanent Telephone Number in (999) 999-9999 format.

## School Information

Direct Loan PLUS Disclosure Statement Print Specifications				School Information
Label	Line	Col	Field	Print Instructions
SCHOOL INFORMATION---	11		Section Heading	From left to right, print section heading "SCHOOL INFORMATION" succeeded by dashes across the page
4. School Name and Address	12	1	Data element label	From left to right in column 1, print data element label "4. School Name and Address"
4. School Name and Address	13	1	School Name	From left to right, print the School Name. Left justify within the print field
4. School Name and Address	14	1	School Address	From left to right, print the School's Street Address. Left justify within the print field
4. School Name and Address	15	1	School Address	From left to right, print the school's city, state, and zip code. Separate each field with a space and follow city with a comma. Left justify within the print field
5. School Code/Branch	12	2	Data element label	From left to right in column 2, print data element label "5. School Code/Branch"
5. School Code/Branch	13	2	Direct Loan School Code	Print the Direct Loan School Code associated with the origination record.

## Student Information

Direct Loan PLUS Disclosure Statement Print Specifications				Student Information
Label	Line	Col	Field	Print Instructions
STUDENT INFORMATION---	16		Section Heading	From left to right, print section heading "STUDENT INFORMATION" succeeded by dashes across the page
6. Student's Name	17	1	Data element label	From left to right in column 1, print data element label "4. Student's Name"
6. Student's Name	18	1	Student's Name	From left to right, print the Student's Last Name, First Name, and Middle Initial. Print a comma and space following Last Name and a space after the First Name. Left justify within the print field.
7. Student's Social Security Number	17	2	Data element label	From left to right in column 2, print data element label "7. Student's Social Security Number"
7. Student's Social Security Number	18	2	Student's Social Security Number	Print Social Security Number in XXX-XX-9999 format Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X."
8. Student's Date of Birth	19	1	Data element label	From left to right in column 1, print data element label "8. Student's Date of Birth"
8. Student's Date of Birth	20	1	Student's Date of Birth	Print date in MM/DD/CCYY format.

## Loan Information

Direct Loan PLUS Disclosure Statement Print Specifications				Loan Information
Label	Line	Col	Field	Print Instructions
LOAN INFORMATION—	22		Section Heading	From left to right, print section heading "LOAN INFORMATION" succeeded by dashes across the page.
9. Loan Identification Number	23	1	Data element label	From left to right in column 1, print label "9. Loan Identification Number"
9.. Loan Identification Number(s)	24	1	Award ID (Loan ID)	Print the Award ID (Loan ID) of PLUS loan in XXXXX9999P12X999999999 format. Ensure the first 5 digits of SSN are masked by replacing the numbers with the character "X."
10. Loan Period	23	2	Data element label	From left to right in column 2, print data element label "10. Loan Period"
10. Loan Period	24	2	Loan Period Start and End Date	Print Loan Award Start and End Date (Loan Period Start and End Date) of PLUS record in MM/DD/CCYY – MM/DD/CCYY format.
11. Loan Fee %	23	3	Data element label	From left to right in column 3, print label "11. Loan Fee %"
11. Loan Fee %	24	3	Loan Fee Percentage	Print Loan Fee Rate of PLUS loan record in 9.999 % format.
-----	26		Section separator	From left to right, print dashes across page to form a separator line.
12. Information about the loan that the school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts shown below. The school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts.	27, 28, 29, 30		Text Statement	From left to right, print statements "12. Information about the loan that the school plans to disburse (payout) follows. This information is explained in detail on the back. The actual disbursement dates and amounts may be different than the dates and amounts shown below. The school and the Direct Loan Servicing Center will notify you of the actual disbursement dates and amounts."
	31		Blank line	Insert a blank line



## Chart of Anticipated Disbursements

Direct Loan PLUS Disclosure Statement Print Specifications				Chart of Anticipated Disbursements
Label	Line	Col	Field	Print Instructions
Direct	32	1	Label	From left to right in column 1, print the label "Direct"
PLUS	33	1	Label	From left to right in column 1, print the label "PLUS"
Loan	34	1	Label	From left to right in column 1, print the label "Loan"
Gross Loan Amount	32	2	Column heading	From left to right in column 2, print the label "Gross Loan Amount"
–	32		Minus sign	Print the minus sign "–"
Loan Fee Amount	32	3	Column heading	From left to right in column 3, print the heading "Loan Fee Amount"
+	32		Plus sign	Print the plus sign "+"
Interest Rebate Amount	32	4	Column heading	From left to right in column 4, print the heading "Interest Rebate Amount"
=	32		Equal sign	Print the equal sign "="
Net Loan Amount	32	5	Column heading	From left to right in column 5, print the heading "Net Loan Amount"
Gross Loan Amount	33	2	Total gross loan amount	Print total gross award amount of PLUS loan record in \$99999.99 format
–	33		Minus sign	Print the minus sign "–"
Loan Fee Amount	33	3	Total loan fee amount	Print total loan fee amount (total loan fee for all anticipated disbursements) of PLUS loan record in \$99999.99 format
+	33		Plus sign	Print the Plus sign "+"
Interest Rebate Amount	33	4	Total interest rebate amount	Print total interest rebate amount (total interest rebate amount for all anticipated disbursements) of PLUS loan record in \$99999.99 format
=	33		Equal sign	Print the equal sign "="
Net Loan Amount	33	5	Total net loan amount	Print total net amount (total net amount for all anticipated disbursements) of PLUS loan record in \$99999.99 format
	34		Blank line	Insert a blank line
The school plans to disburse the Net Loan Amount as follows:	35		Text Statement	From left to right starting in column 2, print statement "Your school plans to disburse the Net Loan Amount as follows:"
	36		Blank line	Insert a blank line
Date	37	2	Column Heading	In column 2, print heading "Date"
Net Disbursement Amount	37	3	Column Heading	In column 3, print heading "Net Disbursement Amount"
Date	38	2	1st Anticipated Disbursement Date	Print 1st Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount	38	3	1st Anticipated Net Disbursement Amount	Print 1st Anticipated Net Disbursement Amount of PLUS loan record in \$99999.99 format

Direct Loan PLUS Disclosure Statement Print Specifications				Chart of Anticipated Disbursements
Label	Line	Col	Field	Print Instructions
Date	39	2	2nd Anticipated Disbursement Date	Print 2nd Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount	39	3	2nd Anticipated Net Disbursement Amount	Print 2nd Anticipated Net Disbursement Amount of PLUS loan record in \$99999.99 format
Date	40	2	3rd Anticipated Disbursement Date	Print 3rd Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount	40	3	3rd Anticipated Net Disbursement Amount	Print 3rd Anticipated Net Disbursement Amount of PLUS loan record in \$99999.99 format
Date	41	2	4th Anticipated Disbursement Date	Print 4th Anticipated Disbursement Date of PLUS loan record in MM/DD/CCYY format
Net Disbursement Amount	41	3	4th Anticipated Net Disbursement Amount	Print 4th Anticipated Net Disbursement Amount of PLUS loan record in \$99999.99 format

## Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN) Print Specifications

The Subsidized/Unsubsidized Master Promissory Note (MPN) has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple subsidized and unsubsidized loans.

The complete MPN, including all sections, must be provided to the borrower.

The following specifications are for printing the data element labels and variable data on the Subsidized/Unsubsidized MPN pre-print form without labels. Line 1 starts 1 7/8th inch from the top of the pre-printed form without labels. The line gauge is 6 lines per inch.

### Borrower Information

Direct Subsidized/Unsubsidized Loan MPN Print Specifications			Borrower Information
Label	Line	Field	Print Instructions
SECTION A: BORROWER INFORMATION	1	Label	Print statement "SECTION A: BORROWER INFORMATION" Left Justified, Italicized
READ THE INSTRUCTIONS IN SECTION F BEFORE COMPLETING THIS SECTION	1	Label	Print statement "READ THE INSTRUCTIONS IN SECTION F BEFORE COMPLETING THIS SECTION" Left Justified, Italicized
1. Driver's License State and No.	2	Student Borrower's Driver's License State and Number	From left to right, print Student Borrower's Driver's License State and Number separating them by a dash on <b>line 3</b>
2. Social Security No.	2	Student Borrower's SSN	Print the Student Borrower's SSN in 999-99-9999 format on <b>line 4</b>
3. E-mail Address (optional)	4	Student Borrower's Current E-mail Address	From left to right, print the Student Borrower's E-mail address on <b>line 5</b>
4. Name and Address	6	Student Borrower's Last Name, First Name, Middle Initial	From left to right, print the Student Borrower's Last Name, First Name, and Middle Initial on <b>line 8</b> Print a comma and space following the Last Name and a space after the First Name Following the Middle Initial, print the label: <- Last, First, M.I.
4. Name and Address (continued)	6	Student Borrower's Permanent Address OR Student Borrower's Local Address	From left to right, print the Student Borrower's Street Address on <b>line 9</b>
4. Name and Address (continued)	6	Student Borrower's Permanent City, State, and Zip Code OR Student Borrower's Local City, State, and Zip Code	From left to right, print the Student Borrower's City, Mailing State, and Zip Code on <b>line 10</b> Separate each field with a space and follow city with a comma
5. Date of Birth	7	Student Borrower's Date of Birth	Print in MM/DD/YYYY format on <b>line 7</b>
6. Area Code/Telephone No.	8	Student Borrower's Permanent Telephone Number	Print in (999) 999-9999 format on <b>line 9</b>

## School Information

Direct Subsidized/Unsubsidized Loan MPN Print Specifications			School Information
Label	Line	Field	Print Instructions
SECTION B: SCHOOL INFORMATION	18	Label	Print statement "SECTION B: SCHOOL INFORMATION" Left Justified, Italicized
8. School Name and Address	19	School Name	From left to right, print the School Name associated with the DL school code on the record on <b>line 20</b>
8. School Name and Address (continued)	19	School Address	From left to right, print the School's Street Address associated with the DL school code on <b>line 21</b>
8. School Name and Address (continued)	19	School's City, State, and Zip Code	From left to right, print the School's City, State and Zip Code on <b>line 22</b> Separate each field with a space and follow city with a comma
9. School Code/Branch	19	Direct Loan School Code	Print the Direct Loan School Code on the Loan Record on <b>line 20</b>
10. Identification No.	19	Master Promissory Note ID	Print in 999999999-M-99-99999-9-99 format on <b>line 20</b>

## Direct Subsidized/Unsubsidized Loan MPN Sample

A sample Direct Subsidized/Unsubsidized Loan Master Promissory Note (MPN) may be accessed via the following web site:

<http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html>

## Direct Subsidized/Unsubsidized Loan Borrower's Rights and Responsibilities Statement (BRR) Sample

A sample Direct Subsidized/Unsubsidized Loan Borrower's Rights and Responsibilities Statement may be accessed via the following web site:

<http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html>

## Direct PLUS Loan Master Promissory Note (MPN) Print Specifications

The PLUS Master Promissory Note (MPN) has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple PLUS loans.

The complete MPN, including all sections, must be provided to the borrower.

The following specifications are for printing the data element labels and variable data on the PLUS MPN pre-printed form without labels. Line 1 starts 1 1/4th inch from the top of the pre-printed form without labels. The line gauge is 6 lines per inch.

## Borrower Information

Direct PLUS Loan MPN Print Specifications			Borrower Information
Label	Line	Field	Print Instructions
SECTION A: BORROWER INFORMATION – TO BE COMPLETED BY ALL BORROWERS	1	Label	Print statement "SECTION A: BORROWER INFORMATION – TO BE COMPLETED BY ALL BORROWERS" Left justified, italicize
I am a Parent of a Dependent Undergraduate Student	2	Label	Print statement "I am a Parent of a Dependent Undergraduate Student" Left justified
1. Driver's License State and No.	3	Parent Borrower's Driver's License State and Number	From left to right, print Parent Borrower's Driver's License State and Number separating them by a dash on <b>line 4</b>
2. Social Security No.	3	Parent Borrower's SSN	Print the Parent Borrower's SSN in 999-99-9999 format on <b>line 4</b>
3. Date of Birth	3	Parent Borrower's Date of Birth	Print in MM/DD/YYYY format on <b>line 4</b>
4. E-mail Address (optional)	5	Parent Borrower's Current E-mail Address	From left to right, print the Parent Borrower's E-mail address on <b>line 5</b>
5. Name and Permanent Address	6	Parent Borrower's Last Name, First Name, Middle Initial	From left to right, print the Parent Borrower's Last Name, First Name, and Middle Initial on <b>line 9</b>
(last, first, middle initial)	7		
(street), (city, state, zip code)	8		From left to right, print the Parent Borrower's Street Address on <b>line 10</b>  From left to right, print the Parent Borrower's City, Mailing State, and Zip Code on <b>line 11</b> Separate each field with a space and follow city with a comma
6. Area Code/Telephone No.	6	Parent Borrower's Permanent Telephone Number	Print in (999) 999-9999 format on <b>line 7</b>
7. Citizenship Status (parent borrowers only)	8	Parent Borrower's Citizenship	
1 [ ] U.S. Citizen or National	9		If 1, print X in the bracketed [ ] box
2 [ ] Permanent Resident/Other Eligible Non-Citizen	10		If 2, print X in the bracketed [ ] box
If (2), Alien Registration No.	11		If 2, print Alien Registration Number field in 999999999 format

## School Information

Direct Subsidized/Unsubsidized Loan Print Specifications			School Information
Label	Line	Field	Print Instructions
SECTION B: SCHOOL INFORMATION – TO BE COMPLETED BY THE SCHOOL	20		Print statement "SECTION B: SCHOOL INFORMATION – TO BE COMPLETED BY THE SCHOOL" Left Justify, italicize
11. School Name and Address	21	School Name	From left to right, print the School Name associated with the DL school code on the record on <b>line 22</b>

Direct Subsidized/Unsubsidized Loan Print Specifications			School Information
Label	Line	Field	Print Instructions
		School Address, City, State, and Zip Code	From left to right, print the School's Street Address, City, State and Zip Code associated with the DL school code on <b>line 23</b> Separate each field with a space and follow city with a comma
12. School Code/Branch	21	Direct Loan School Code	Print the Direct Loan School Code on the Loan Record on <b>line 22</b>
13. Identification No.	21	Master Promissory Note ID	Print in 999999999-N-99-99999-9-99 format on <b>line 22</b>

## Dependent Undergraduate Student Information

Direct Subsidized/Unsubsidized Loan Print Specifications			Dependent Undergraduate Student Information
Label	Line	Field	Print Instructions
SECTION C: DEPENDENT UNDERGRADUATE STUDENT INFORMATION – PARENT BORROWERS ONLY	24		Print statement "SECTION C: DEPENDENT UNDERGRADUATE STUDENT INFORMATION – PARENT BORROWERS ONLY" Left justify, italicize
14. Student's Name (last, first, middle initial)	25	Student Borrower's Last, name, First Name, Middle Initial	From left to right, print the Student's Borrower's Last Name, First Name, and Middle Initial on <b>line 26</b> Print a comma and space following the Last Name and a space after the First Name
15. Social Security No.	25	Student Borrower's SSN	Print the Student Borrower's SSN in 999-99-9999 format on <b>line 26</b>
16. Date of Birth	25	Student Borrower's Date of Birth	Print in MM/DD/YYYY format on <b>line 26</b>

## Direct PLUS Loan MPN Sample

A sample Direct PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site:

<http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html>

## Direct PLUS Loan MPN Endorser Addendum Sample

A sample Endorser Addendum for Direct PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site:

<http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html>

## Direct PLUS Loan Borrower's Rights and Responsibilities Statement (BRR) Sample

A sample Direct PLUS Loan Borrower's Rights and Responsibilities Statement may be accessed via the following web site:

<http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html>

## Direct PLUS Loan for Graduate Student Borrowers Master Promissory Note (MPN) Print Specifications

The PLUS Master Promissory Note (MPN) for graduate student borrowers has a unique 21-character MPN Identification Number (MPN ID). No dollar amount is printed on the MPN, and one note can be used for multiple Grad PLUS loans.

The same MPN form is used for both parent PLUS and Grad PLUS loans. The complete MPN, including all sections, must be provided to the borrower.

The following specifications are for printing the data element labels and variable data on the Grad PLUS MPN pre-printed form without labels. Line 1 starts 1 1/4th inch from the top of the pre-printed form without labels. The line gauge is 6 lines per inch.

## Borrower Information

Direct PLUS Loan for Graduate Student Borrowers MPN Print Specifications			Borrower Information
Label	Line	Field	Print Instructions
SECTION A: BORROWER INFORMATION – TO BE COMPLETED BY ALL BORROWERS	1		Left justify, italicize
I am a Graduate or Professional Student	2		Left justify
1. Driver's License State and No.	3	Borrower's Driver's License State and Number	From left to right, print Borrower's Driver's License State and Number separating them by a dash on <b>line 4</b>
2. Social Security No.	3	Borrower's SSN	Print the Borrower's SSN in 999-99-9999 format on <b>line 4</b>
3. Date of Birth	3	Borrower's Date of Birth	Print in MM/DD/YYYY format on <b>line 4</b>
4. E-mail Address (optional)	5	Borrower's Current E-mail Address	From left to right, print the Borrower's E-mail address on <b>line 5</b>
5. Name and Permanent Address	6	Borrower's Last Name, First Name, Middle Initial	From left to right, print the Borrower's Last Name, First Name, and Middle Initial on <b>line 9</b>
(last, first, middle initial)	7		
(street), (city, state, zip code)	8		From left to right, print the Borrower's Street Address on <b>line 10</b>  From left to right, print the Borrower's City, Mailing State, and Zip Code on <b>line 11</b> Separate each field with a space and follow city with a comma
6. Area Code/Telephone No.	6	Borrower's Permanent Telephone Number	Print in (999) 999-9999 format on <b>line 7</b>
7. Citizenship Status (parent borrowers only)	8		Print label as is.
1 [ ] U.S. Citizen or National	9		Print label as is.
2 [ ] Permanent Resident/Other Eligible Non-Citizen	10		Print label as is.
If (2), Alien Registration No.	11		Print label as is.



## School Information

Direct PLUS Loan for Graduate Student Borrowers MPN Print Specifications			School Information
Label	Line	Field	Print Instructions
SECTION B: SCHOOL INFORMATION – TO BE COMPLETED BY THE SCHOOL	20		Left Justify, italicize
11. School Name and Address	21	School Name	From left to right, print the School Name associated with the DL school code on the record on <b>line 22</b>
		School Address, City, State, and Zip Code	From left to right, print the School's Street Address, City, State and Zip Code associated with the DL school code on <b>line 23</b> Separate each field with a space and follow city with a comma
12. School Code/Branch	21	Direct Loan School Code	Print the Direct Loan School Code on the Loan Record on <b>line 22</b>
13. Identification No.	21	Master Promissory Note ID	Print in 999999999-N-99-99999-9-99 format on <b>line 22</b>

## Dependent Undergraduate Student Information

Direct PLUS Loan for Graduate Student Borrowers MPN Print Specifications			Dependent Undergraduate Student Information
Label	Line	Field	Print Instructions
SECTION C: DEPENDENT UNDERGRADUATE STUDENT INFORMATION – PARENT BORROWERS ONLY	24		Left justify, italicize
14. Student's Name (last, first, middle initial)	25		Print label as is.
15. Social Security No.	25		Print label as is.
16. Date of Birth	25		Print label as is.

## Direct Grad PLUS Loan MPN Sample

A sample Direct Grad PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site:

<http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html>

## Direct Grad PLUS Loan MPN Endorser Addendum Sample

A sample Endorser Addendum for Direct Grad PLUS Loan Master Promissory Note (MPN) may be accessed via the following web site:

<http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html>

## Direct Grad PLUS Loan Borrower's Rights and Responsibilities Statement (BRR) Sample

A sample Direct Grad PLUS Loan Borrower's Rights and Responsibilities Statement may be accessed via the following web site:

<http://www.ed.gov/offices/OSFAP/DirectLoan/mpn.html>

## Pell Grant Print Specifications

### ESOA Print Specifications

The Electronic Statement of Account (ESOA) details an institution's spending authorization and amount expended to date.

The ESOA report contains:

- Header - see Sample Output Document for correct header information
- Summary Information – see the following ESOA Print (Summary Information) table
- Detail Information – see the ESOA Detail Information table that follows the ESOA Print (Summary Information) table

### Summary Information

This table of print specifications is used in EDEExpress Software and is provided as an example:

ESOA Print Specifications		Summary Information
Row	Field Name in EDEExpress	Printing Instructions
1		Print a blank row.
2	Pell School Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
3	Entity ID	Print the value for this field as defined on the Pell ESOA database table for the specified school.
4	School Name	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
5	State	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
6	Grantee Duns Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
7	GAPS Award Number	Print the value for this field as defined on the Pell ESOA database table for the specified school.
8		Print a blank row.
9	Transaction Date	Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format.
10		Print a blank row.
11	Previous Pell Grant Obligation	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
12	Current Pell Grant Obligation	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
13	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Obligation Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
14		Print a blank row.

ESOA Print Specifications		Summary Information
Row	Field Name in EDExpress	Printing Instructions
15	Previous Pell Grant Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
16	Current Pell Grant Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
17	Adjustment (Increase + or Decrease -)	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount. Calculate Adjusted Payment Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
18		Print a blank row.
19	GAPS Drawdowns/Payments	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
20	Date of Last Activity in GAPS	Print the value for this field as defined on the Pell ESOA database table for the specified school. Print date in MM/DD/CCYY format.
21		Print a blank row.
22	YTD Total Unduplicated Recipients	Print the value for this field as defined on the Pell ESOA database table for the specified school. Insert ','s if number is over 999. If spaces, leave blank.
23	YTD Pell Accepted and Posted Disbursement Amount	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
24	YTD Administrative Cost Allowance	Print the value for this field as defined on the Pell ESOA database table for the specified school. Reformat dollar amount.
25		Print a blank row.
26	As of Document ID/Batch ID	Print the value for this field as defined on the Pell ESOA Summary database table for the specified school. Print format for Document ID is : CCYY-MM-DDTHH:MM:SS:FF99999999 where CCYY-MM-DD = date document created T = constant HH:mm:ss.ff = time document created 99999999 = Entity ID of Reporting School
27		Print a blank row.
28		Print a blank row.
29	Payments apply only to "Obligate/Pay" accounts.	Print Section A Notation as stated below: Section A values apply to "Obligate only" accounts

## Detail Information

If the user selects the option to print ESOA detail information, then print page 2 of the ESOA report using the printing specifications detailed below. Information for page 2 should print in descending order of the Document ID.

ESOA Print Specifications			Detail Information
Label	Line	Field	Print Instructions
1	N/A	Blank Line	Print a blank line.
2	N/A	ESOA Detail Document Information	Print the literal section label: 'ESOA DETAIL DOCUMENT INFORMATION'.
3	N/A	Blank Line	Print a blank line.
4-5	1	Transaction Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.
4-5	2	Adjust Amount	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Reformat dollar amount. If the DEBITCREDITFLAG on the ESOA Detail table is "P", print a "+" after the amount; if the flag is "N", print a "-" after the amount.
4-5	3	Adjust Process Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified school. Print date in MM/DD/CCYY format.
5	4, Line 1	Document/Batch #ID	Print the value for this field as defined on the Pell ESOA detail database table for the specified school.

## Sample ESOA Output Document

The output document should print in Courier 10. See below for more detail.

### Sample ESOA – Summary Information

```

Report Date: MM/DD/CCYY      U.S. Department of Education      PAGE:  1
Report Time:   HH:MM:SS 2011-2012 FEDERAL PELL GRANT PROGRAM
                  ELECTRONIC STATEMENT OF ACCOUNT
*****

PELL SCHOOL NUMBER              001005
COMMON SCHOOL IDENTIFIER        12345678
SCHOOL NAME                     ALABAMA STATE UNIVERSITY
STATE                           AL
GRANTEE DUNS NUMBER             040672685
GAPS AWARD NUMBER               P063P  20041031

Transaction Date                MM/DD/CCYY

Previous Pell Grant Obligation   $999,999,999.99
Current Pell Grant Obligation    $999,999,999.99
Adjustment (Increase + or Decrease -) $999,999,999.99+

Previous Pell Grant Payments     $999,999,999.99
Current Pell Grant Payments      $999,999,999.99
Adjustment (Increase +)         $999,999,999.99+

GAPS Drawdowns/Payments         $999,999,999.99
Date of Last Activity in GAPS    MM/DD/CCYY

YTD Total Unduplicated Recipients      999,999
YTD Pell Accepted and Posted Disbursement Amount $999,999,999.99
YTD Administrative Cost Allowance      $999,999,999.99

As of Document ID/Batch ID          2011-12-31T06:12:34.459999999999

Payments apply only to "Obligate/Pay" accounts.

```

## Sample ESOA – Detailed Information

Report Date: MM/DD/CCYY      U.S. Department of Education      PAGE: 2  
 Report Time:    HH:MM:SS 2011-2012 FEDERAL PELL GRANT PROGRAM  
 ELECTRONIC STATEMENT OF ACCOUNT

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## ESOA DETAIL DOCUMENT INFORMATION

TRANSACTION DATE -----	ADJUST AMOUNT -----	ADJUST PROCESS DATE -----	DOCUMENT/BATCH ID -----
MM/DD/CCYY	\$999,999,999.99-	MM/DD/CCYY	2011-12-31T06:12:34.4599999999
MM/DD/CCYY	\$999,999,999.99+	MM/DD/CCYY	2011-12-31T06:12:34.4699999999
MM/DD/CCYY	\$999,999,999.99-	MM/DD/CCYY	2011-12-31T06:12:34.4799999999
MM/DD/CCYY	\$999,999,999.99+	MM/DD/CCYY	2011-12-31T06:12:34.4899999999
MM/DD/CCYY	\$999,999,999.99-	MM/DD/CCYY	2011-12-31T06:12:34.4999999999
MM/DD/CCYY	\$999,999,999.99+	MM/DD/CCYY	2011-12-31T06:12:34.5099999999
MM/DD/CCYY	\$999,999,999.99-	MM/DD/CCYY	2011-12-31T06:12:34.5199999999

[illegible]





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## Direct Loan Forms

### *Creating Master Promissory Note Paper Manifests*

All promissory notes must be mailed and accepted by COD before the loans are booked. The hard copy promissory notes must be accompanied by a paper manifest that lists the borrower's name and MPN ID for each promissory note in the shipment. Also, the paper manifest provides a certification to be signed by an official at the school. A sample Direct Subsidized/Unsubsidized Loan MPN Paper Manifest, a sample Grad PLUS Loan MPN Paper Manifest, and a sample Direct PLUS Loan MPN Paper Manifest are provided below.

### **Business Rules**

1. Subsidized/Unsubsidized MPNs, Grad PLUS MPNs and PLUS MPNs must be batched separately and a separate paper manifest created for each batch.
2. Additionally, separate batches and manifests must be created for each DL school code.
3. Each batch may contain up to 100 notes.
4. After processing, the manifest is returned to the school address on the promissory note unless the school indicates another address on the manifest.
5. The Report Date (in MM/DD/YYYY format) and the Report Time (in HH:MM:SS format) indicate when the manifest was produced.
6. A page number starting with 1, incremented by 1 for each subsequent page printed, is included on each page of the manifest.
7. Records are printed in the last name alphabetical order, or numerical borrower ID order. The borrower's name is printed in last name, first name, and middle initial order. The Loan ID associated with borrower's name is printed.
8. The number of notes for shipping indicates the number of promissory notes covered by the paper manifest. It is only printed on the final page of the paper manifest.
9. The certification statement, DL school code, school name, signature block, and Financial Aid Administrator (FAA) name are only printed on the last page.

## Sample Subsidized/Unsubsidized MPN Paper Manifest

Report Date: MM/DD/YYYY      U.S. DEPARTMENT OF EDUCATION      PAGE: 1  
Report Time: HH:MM:SS      Federal Direct Loan Program  
Sub/Unsub Manifest  
(ALL RECORDS)      Sort: SSN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

\*\*\*\*\*

PROMISSORY NOTE SHIPPING DOCUMENT ID: YYYY-MM-DDTHH:MM:SS.FF00100200

BORROWER'S NAME STUDENT'S CURRENT SSN -----	MPN ID -----
X'XXXXX, XXXXX X. 999-99-9999	999999999M99G99999999
XXXXXXXXXXXXX, XXXXX 111-11-1111	999999999M99G99999999

NUMBER OF NOTES FOR SHIPPING: \_\_\_\_\_

I hereby certify that each borrower named on the enclosed notes/disclosures is accepted for enrollment on at least a half-time basis and is making satisfactory progress in a program that is eligible for the loan type(s) awarded. I certify that each student is an eligible borrower in accordance with the Act. I further certify that each borrower's eligibility for a Pell Grant has been determined, that each borrower is not incarcerated, and that each borrower has been determined eligible for loan(s) in the amount(s) certified. I further certify that the disbursement schedules comply with the requirements of the Act and hereby authorize the Department of Education to adjust disbursement dates if necessary to ensure compliance with the Act. I further certify that, based on records available and due inquiry, each borrower has met the requirements of the Selective Service Act, that each borrower is not liable for an overpayment of any Federal grant made under the Act, and that the information provided in the Borrower and the School sections of the promissory notes/disclosures (including information supplied in electronic format) is true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE: G99999 NAME: XXXXXXXXXXXXXXXXXXXXXXXXXX

SIGNATURE: \_\_\_\_\_

FAA NAME: XXXXXXXXXXXXXXXXXXXXXXXXXX

## Sample PLUS MPN Paper Manifest

Report Date: MM/DD/YYYY      U.S. DEPARTMENT OF EDUCATION      PAGE: 1  
 Report Time: HH:MM:SS      Federal Direct Loan Program  
                                  PLUS Manifest  
                                  (ALL RECORDS)      Sort: SSN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

\*\*\*\*\*

PROMISSORY NOTE SHIPPING DOCUMENT ID: YYYY-MM-DDTHH:MM:SS.FF99999999

BORROWER'S NAME	MPN ID
STUDENT'S NAME	
STUDENT'S CURRENT SSN	
-----	-----
XXXXXXXXXX, XXXX	999999999N99G99999999
XXXXXXXXXX, XXXXX X.	
999-99-9999	
XXXXXXXXXX, XXXXXX	999999999N99G99999999
XXXXXXXXXX, XXXXXXXX	
999-99-9998	

NUMBER OF NOTES FOR SHIPPING: \_\_\_\_\_

I hereby certify that each student named on the enclosed applications/promissory notes is accepted for enrollment on at least a half-time basis and is making satisfactory progress in a program that is eligible for the loan type certified. I certify that each borrower is an eligible borrower in accordance with the Act and has been determined eligible for a loan in the amount certified. I further certify that the disbursement schedules comply with the requirements of the Act and hereby authorize the Department of Education to adjust disbursement dates if necessary to ensure compliance with the Act. I further certify that, based on records available and due inquiry, each student has met the requirements of the Selective Service Act, that each student is not liable for an overpayment of any Federal grant made under the Act, and that the information provided in the Borrower, Student and School sections of the applications/promissory notes (including information supplied in electronic format) is true, complete and accurate to the best of my knowledge and belief.

SCHOOL CODE: G99999 NAME: EDUCATION ACADEMY

SIGNATURE: \_\_\_\_\_

FAA NAME: AUTHORIZED LOAN OFFICIAL

## Sample Grad PLUS MPN Paper Manifest

Report Date: 04/25/2012 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 09:30:30 Federal Direct Loan Program - 2011-2012  
Graduate/Professional PLUS Manifest

Sort: SSN

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

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MPN MANIFEST SHIPPING DOCUMENT ID: 2012-04-25T09:30:30.4220755745

BORROWER'S NAME	MPN ID
BORROWER'S CURRENT SSN	
-----	-----
XXXXXX, XXXXX	313131313N12G30107001
313-13-1313	

NUMBER OF MPNs FOR SHIPPING: \_\_\_\_\_

I hereby certify that each borrower named on the enclosed MPN/disclosures is accepted for enrollment on at least a half-time basis and is making satisfactory progress in a program that is eligible for the loan type awarded. I certify that each student is an eligible borrower in accordance with the Act. I further certify that each borrower's eligibility for the maximum annual Direct Subsidized and/or Unsubsidized loan amount has been determined, that each borrower is not incarcerated, and that each borrower has been determined eligible for loan(s) in the amount(s) certified. I further certify that the disbursement schedules comply with the requirements of the Act and hereby authorize the Department of Education to adjust disbursement dates if necessary to ensure compliance with the Act. I further certify that, based on records available and due inquiry, each borrower has met the requirements of the Selective Service Act, that each borrower is not liable for an overpayment of any Federal grant made under the Act, and that the information provided in the Borrower and the School sections of the MPNs/disclosures (including information supplied in electronic format) is true, complete and accurate to the best of my knowledge and belief.

DL CODE: G30107 NAME: EDUCATION ACADEMY

SIGNATURE: \_\_\_\_\_

FAA NAME: AUTHORIZED LOAN OFFICIAL

## Revised Direct Subsidized/Unsubsidized Loan Plain Language Disclosure (PLD)

A sample Direct Subsidized/Unsubsidized Loan Plain Language Disclosure revised as a result of the Higher Education Reconciliation Act (HERA) of 2005 is included below:

### William D. Ford Federal Direct Loan Program Direct Subsidized Loan and Direct Unsubsidized Loan Plain Language Disclosure

**1. General information.** You are receiving a student loan to help cover the costs of your education. This Plain Language Disclosure (Disclosure) summarizes information about your loan. Please read this Disclosure carefully and keep a copy in a safe place. In this Disclosure, the words “we,” “us,” and “our” refer to the U.S. Department of Education. If you have questions about your loan, contact our Direct Loan Servicing Center. The Direct Loan Servicing Center’s telephone number and address are shown on correspondence you will receive related to your loan. You must repay this loan, even if you are unhappy with your education, do not complete it, or cannot find work in your area of study. Borrow only the amount you can afford to repay, even if you are eligible to borrow more.

By accepting your loan proceeds, you are certifying, under penalty of perjury, that if you have been convicted of, or have pled *nolo contendere* or guilty to, a crime involving fraud in obtaining federal student aid funds under Title IV of the Higher Education Act of 1965, as amended, you have completed the repayment of those funds to the U.S. Department of Education, or to the loan holder in the case of a Title IV federal student loan.

**2. Master Promissory Note (MPN).** You are receiving a loan under an MPN that you signed previously. You may receive additional loans under that MPN for up to 10 years if you continue to attend school and if your school is authorized to use the multi-year feature of the MPN and chooses to do so. If your school is not authorized to use the multi-year feature of the MPN or chooses not to do so, or if you do not want to receive more than one loan under the same MPN, you must sign a new MPN for each loan. If you do not want to receive more than one loan under the same MPN, you must notify your school or the Direct Loan Servicing Center in writing.

**3. Loan terms and conditions.** This Disclosure summarizes information about your loan. Please refer to your MPN and the Borrower’s Rights and Responsibilities Statement that you received previously for the complete terms and conditions of your loan. If you need another copy of the Borrower’s Rights and Responsibilities Statement, contact the Direct Loan Servicing Center. Unless we tell you otherwise in this Disclosure, your MPN and the Borrower’s Rights and Responsibilities Statement control the terms and conditions of your loan. Loans made under your MPN are subject to the Higher Education Act of 1965, as amended, and federal regulations. Any changes to the law or regulations apply to loans in accordance with the effective date of the changes.

**4. Use of loan money.** You may use your loan money only to pay for educational expenses (for example, tuition, room, board, books) at the school that determined you were eligible to receive the loan.

**5. Information you must report.** While you are still in school, you must notify your school if you (i) change your local address, permanent address, or telephone number; (ii) change your name (for example, maiden name to married name); (iii) do not enroll at least half-time for the enrollment period certified by the school; (iv) do not enroll at the school that determined you were eligible to receive the loan; (v) stop attending school or drop below half-time enrollment; (vi) transfer from one school to another school; or (vii) graduate.

You must also notify the Direct Loan Servicing Center of any of the above changes at any time after you receive your loan. In addition, you must notify the Direct Loan Servicing Center if you (i) change employers or if your employer’s address or phone number changes; or (ii) have any other change in status that affects your loan (for example, if you received a deferment but no longer meet the eligibility requirements for that deferment).

**6. Amount you may borrow.** There are limits on the amount you may borrow each academic year (annual loan limits) and in total (aggregate loan limits), as explained in the Borrower’s Rights and Responsibilities Statement. You cannot borrow more than these limits.

**7. Interest.** Loans with a first disbursement date on or after July 1, 2006 have a fixed interest rate of 6.8%. Loans with a first disbursement date prior to July 1, 2006 have a variable rate that is adjusted each year on July 1 but will never be more than 8.25%. We will notify you annually of the actual interest rate for each loan that you receive.

We do not charge interest on Direct Subsidized Loans while you are enrolled in school at least half time, during your grace period, and during deferment periods. We charge interest on Direct Subsidized Loans during all other periods (starting on the day after your grace period ends), including forbearance periods. We charge interest on Direct Unsubsidized Loans during all periods (starting on the day your loan is paid out). This includes periods while you are enrolled in school, during your grace period, and during deferment and forbearance periods. Therefore, you will pay more interest on Direct Unsubsidized Loans than on Direct Subsidized Loans.

If you do not pay the interest that is charged to you during in-school, grace, deferment, and forbearance periods, we will add it to the unpaid amount of your loan. This is called capitalization. Capitalization increases the unpaid amount of your loan, and we will then charge interest on the increased amount.

**8. Loan fee.** We charge a loan fee on your loan of up to 3% of the principal amount of the loan. This fee will be subtracted proportionately from each disbursement of your loan.

**9. Repayment incentive programs.** A repayment incentive is a benefit that we offer to encourage you to repay your loan on time. Under a repayment incentive program, the interest rate we charge on your loan may be reduced. Some repayment incentive programs require you to make a certain number of payments on time to keep the reduced interest rate. There are two repayment incentive programs that may be available to you (*Interest Rate Reduction for Electronic Debit Account Repayment* and *Up-Front Interest Rebate*). These repayment incentive programs are described in the Borrower’s Rights and Responsibilities Statement. The Direct Loan Servicing Center can provide you with more information on other repayment incentive programs that may be available.

**10. Disbursement of loan money.** Generally, your school will disburse (pay out) your loan money in more than one installment, usually at the beginning of each academic term (for example, at the beginning of each semester or quarter). If your school does not use terms, it will generally disburse your loan in at least two installments, one at the beginning of the period of study for which you are receiving the loan and one at the midpoint of that period of study. Your school may disburse your loan money by crediting

it to your student account, or may give it to you directly by check or other means. The Direct Loan Servicing Center will notify you each time your school disburses a portion of your loan.

**11. Canceling your loan.** Before your loan money is disbursed, you may cancel all or part of your loan at any time by notifying your school. After your loan money is disbursed, there are two ways to cancel all or part of your loan:

- Within 14 days after the date your school notifies you that it has credited loan money to your account at the school, or by the first day of your school's payment period, whichever is later (your school can tell you the first day of the payment period), you may tell your school that you want to cancel all or part of the loan money that was credited to your account. Your school will return the cancelled loan amount to us. You do not have to pay interest or the loan fee on the part of your loan that you tell your school to cancel within these timeframes. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you tell your school to cancel. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that was cancelled. If you ask your school to cancel all or part of your loan outside the timeframes described above, your school may process your cancellation request, but it is not required to do so.
- Within 120 days of the date your school disbursed your loan money (by crediting the loan money to your account at the school, by paying it directly to you, or both), you may return all or part of your loan to us. Contact the Direct Loan Servicing Center for guidance on how and where to return your loan money. You do not have to pay interest or the loan fee on the part of your loan that you return within 120 days of the date that part of your loan is disbursed. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you return. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that you return.

**12. Grace period.** You will receive a 6-month grace period on repayment that starts the day after you stop attending school or drop below half-time enrollment. You do not have to begin making payments on your loan until after your grace period ends.

**13. Repaying your loan.** You must repay each loan that you receive according to the repayment schedule provided by the Direct Loan Servicing Center. You must begin repaying your loan after your grace period ends. The amount of time you have to repay your loan (the repayment period) will vary from 10 to 25 years, depending on the repayment plan that you choose and the total amount you have borrowed. For Direct Subsidized Loans and Direct Unsubsidized Loans that enter repayment on or after July 1, 2006, you may choose one of the following repayment plans:

**Standard Repayment Plan.** Refer to the Borrower's Rights and Responsibilities Statement for the terms and conditions of this plan.

**Graduated Repayment Plan.** If you choose this plan, your payments will usually be lower at first, and will then increase over time. No single payment will be more than 3 times greater than any other payment. Under this plan, you must repay your loan in full within 10 years (not including periods of deferment and forbearance) from the date the loan entered repayment. If your loan has a variable interest rate, we may need to adjust the number or amount of your payments to reflect changes in the interest rate.

**Extended Repayment Plan.** You may choose this plan only if (1) you had no outstanding balance on a Direct Loan Program loan as of October 7, 1998 or on the date you obtained a Direct Loan Program loan on or after October 7, 1998, and (2) you have an outstanding balance on Direct Loan Program loans that exceeds \$30,000. If you are eligible for and choose this plan, you will make monthly payments based on fixed annual or graduated repayment amounts and will repay your loan in full over a period not to exceed 25 years (not including periods of deferment and

forbearance) from the date your loan entered repayment. The maximum period of time you have to repay your loans will vary depending on the amount of your outstanding loan debt. Your payments must be at least \$50 per month and will be more, if necessary, to repay the loan within the required time period. If your loan has a variable interest rate, we may need to adjust the number or amount of your payments to reflect changes in the interest rate.

**Income Contingent Repayment Plan.** Refer to the Borrower's Rights and Responsibilities Statement for the terms and conditions of this plan.

These plans are designed to give you flexibility in meeting your obligation to repay your loan. You may change repayment plans at any time after you have begun repaying your loan. You may make loan payments before they are due, or pay more than the amount due each month, without penalty. When you have repaid a loan in full, the Direct Loan Servicing Center will send you a notice telling you that you have paid off your loan. You should keep this notice in a safe place.

**14. Late charges and collection costs.** We may require you to pay a late charge of not more than six cents for each dollar of each late payment if you do not make any part of a payment within 30 days after it is due. We may also require you to pay other charges and fees involved in collecting your loan.

**15. Demand for immediate repayment.** The entire unpaid amount of your loan becomes due and payable (on your MPN this is called "acceleration") if you (i) receive loan money but do not enroll at least half-time at the school that determined you were eligible to receive the loan; (ii) use your loan money to pay for anything other than educational expenses at the school that determined you were eligible to receive the loan; (iii) make a false statement that causes you to receive a loan that you are not eligible to receive; or (iv) default on your loan.

**16. Default.** You are in default on your loan if you (i) do not repay the entire unpaid amount of your loan if we require you to do so; (ii) have not made a payment on your loan for at least 270 days; or (iii) do not comply with other terms and conditions of your loan, and we conclude that you no longer intend to honor your obligation to repay your loan.

If you default on your loan, we will report your default to national credit bureaus. We may sue you, take all or part of your federal tax refund, and/or garnish your wages so that your employer is required to send us part of your salary to pay off your loan. We will require you to pay reasonable collection fees and costs, plus court costs and attorney fees. You will lose eligibility for other federal student aid and assistance under most federal benefit programs. You will lose eligibility for loan deferments.

**17. Credit bureau notification.** We will report information about your loan to one or more national credit bureaus. This information will include the disbursement dates, amount, and repayment status of your loan (for example, whether you are current or delinquent in making payments).

**18. Deferment and forbearance (postponing payments).** If you meet certain requirements, you may receive a **deferment** that allows you to temporarily stop making payments on your loan. For example, you may receive a deferment while you are attending school at least half time or for up to 3 years while you are unemployed. For a complete list of deferments, refer to the Borrower's Rights and Responsibilities Statement that you received previously. Effective July 1, 2006, for loans with a first disbursement made on or after July 1, 2001, an additional deferment is available for a period of up to three years during which a borrower is serving on active duty during a war or other military operation or national emergency, or performing qualifying National Guard duty during a war or other military operation or national emergency. We do not charge interest on Direct Subsidized Loans during deferment periods. However, we do charge interest on Direct Unsubsidized Loans during deferment periods.

If you cannot make your scheduled loan payments but do not qualify for a deferment, we may give you a **forbearance**. A

forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. For example, we may give you a forbearance if you are temporarily unable to make scheduled loan payments because of financial hardship or illness. We may also give you a forbearance under other conditions as described in the Borrower's Rights and Responsibilities Statement. We charge interest on both Direct Subsidized Loans and Direct Unsubsidized Loans during forbearance periods.

To request a deferment or forbearance, contact the Direct Loan Servicing Center.

**19. Loan discharge.** We may discharge (forgive) all or part of your loan if (i) you die, and we receive an original or certified copy of your death certificate; (ii) you are totally and permanently disabled, and you meet certain other requirements during a 3-year conditional discharge period; (iii) your loan is discharged in bankruptcy; (iv) you were unable to complete your course of study because your school closed; (v) your school falsely certified your eligibility; (vi) your school did not pay a refund of your loan money that it was required to pay under federal regulations; or, effective July 1, 2006, (vii) a loan in your name was falsely certified as a result of a crime of identity theft.

We may forgive a portion of any loans you received under the Direct Loan or Federal Family Education Loan (FFEL) program

after October 1, 1998 if you teach full-time for 5 consecutive years in certain low-income elementary and/or secondary schools and meet certain other qualifications, and if you did not owe a Direct Loan or FFEL program loan as of October 1, 1998, or as of the date you obtain a loan after October 1, 1998. Contact the Direct Loan Servicing Center for specific eligibility requirements.

In some cases, you may assert, as a defense against collection of your loan, that your school did something wrong or failed to do something that it should have done. You can make such a defense against repayment only if what your school did or did not do would give rise to a legal cause of action under applicable state law. If you believe that you have a defense against repayment of your loan, contact the Direct Loan Servicing Center.

**20. Loan consolidation.** You may consolidate (combine) one or more of your eligible federal education loans into one loan. Consolidation allows you to extend the period of time that you have to repay your loans, and to combine several loan debts into a single monthly payment. This may make it easier for you to repay your loans. However, you will pay more interest if you extend your repayment period through consolidation, since you will be making payments for a longer period of time. Contact the Direct Loan Servicing Center for more information about loan consolidation.



## Revised Direct PLUS Loan Plain Language Disclosure (PLD)

A sample Direct PLUS Loan Plain Language Disclosure revised as a result of the Higher Education Reconciliation Act (HERA) of 2005 is included below:

# Direct Loans

William D. Ford Federal Direct Loan Program

## William D. Ford Federal Direct Loan Program Direct PLUS Loan Plain Language Disclosure

A graduate or professional student or the parent of a dependent undergraduate student may borrow a Federal Direct PLUS Loan (Direct PLUS Loan). In this document, "you" refers to the borrower.

**1. General information.** You are receiving a Direct PLUS Loan to help pay the costs of your education or your dependent student's education. This Plain Language Disclosure (Disclosure) summarizes important information about your loan. Please read this Disclosure carefully and keep a copy in a safe place. In this Disclosure, the words "we," "us," and "our" refer to the U.S. Department of Education. If you have questions about your loan, contact our Direct Loan Servicing Center. The Direct Loan Servicing Center's telephone number and address are shown on correspondence you will receive related to your loan.

You must repay this loan, even if you or your dependent undergraduate student are unhappy with the education provided by the school, do not complete the program of study, or cannot find work in that area of study. Borrow only the amount you can afford to repay, even if you are eligible to borrow more.

By accepting your loan proceeds, you are certifying, under penalty of perjury, that if you or your dependent undergraduate student, as applicable, have been convicted of, or have pled nolo contendere or guilty to, a crime involving fraud in obtaining federal student aid funds under Title IV of the Higher Education Act of 1965, as amended, you or the student have completed the repayment of those funds to the U.S. Department of Education, or to the loan holder in the case of a Title IV federal student loan.

**2. Direct PLUS Loan Application and Master Promissory Note (MPN).** You are receiving a loan under an MPN that you signed previously. You may receive additional loans under that MPN for up to 10 years if the school that you or your dependent student attend is authorized to use the multi-year feature of the MPN and chooses to do so. If the school is not authorized to use the multi-year feature of the MPN or chooses not to do so, or if you do not want to receive more than one loan under the same MPN, you must sign a new MPN for each loan. If you do not want to receive more than one loan under the same MPN, you must notify the school or the Direct Loan Servicing Center in writing.

If you are a parent borrowing for more than one dependent undergraduate student, you need a separate MPN for each student. If you are borrowing for yourself as a graduate or professional student and also as a parent for one or more dependent undergraduate students, you need one MPN to borrow for yourself and a separate MPN to borrow for each dependent student.

**3. Loan terms and conditions.** This Disclosure summarizes information about your loan. Please refer to your MPN and the Borrower's Rights and Responsibilities Statement that you received previously for the complete terms and conditions of your loan. If you need another copy of the Borrower's Rights and Responsibilities Statement, contact the Direct Loan Servicing Center. Unless we tell you otherwise in this Disclosure, your MPN and the Borrower's Rights and Responsibilities Statement control the terms and conditions of your loan. Loans made under your MPN are subject to the Higher Education Act of 1965, as amended, and federal regulations. Any changes to the law or

regulations apply to loans in accordance with the effective date of the changes.

**4. Use of loan money.** You may use your loan money only to pay educational expenses (for example, tuition, room, board, books) for yourself (if you are a graduate or professional student) or for your dependent undergraduate student (if you are a parent borrower) at the school that determined you were eligible to receive the loan. If you accept this loan, eligibility for other student assistance may be affected.

**5. Information you must report.** While you or your dependent student are still in school, you must notify the school if (i) you change your address or telephone number; (ii) you change your name (for example, maiden name to married name); (iii) you or your dependent student do not enroll at least half-time for the loan period certified by the school, or do not enroll at the school that certified your eligibility for the loan; (iv) you or your dependent student stop attending school or drop below half-time enrollment; or (v) you or your dependent student graduate or transfer to another school.

You must also notify the Direct Loan Servicing Center of any of the above changes at any time after you receive your loan. In addition, you must notify the Direct Loan Servicing Center if you (i) change employers, or if your employer's address or phone number changes; or (ii) have any other change in status that affects your loan (for example, if you received a deferment but no longer meet the eligibility requirements for that deferment).

**6. Amount you may borrow.** For each academic year, you may borrow up to – but not more than – the estimated cost of attendance minus the amount of any other financial aid awarded for that academic year. The school determines the cost of attendance using federal guidelines.

**7. Interest.** Loans with a first disbursement on or after July 1, 2006 have a fixed interest rate of 7.9%. Loans with a first disbursement prior to July 1, 2006 have a variable interest rate that is adjusted each year on July 1 but will never be more than 9%. For loans with a variable interest rate, we will notify you annually of the interest rate formula and the actual interest rate.

We charge interest on your Direct PLUS Loan from the date the loan is first disbursed until it is repaid in full, including during periods of deferment or forbearance. If you do not pay the interest as it is charged during deferment or forbearance, we will add it to the unpaid amount of your loan. This is called capitalization. Capitalization increases the unpaid amount of your loan, and we will then charge interest on the increased amount.

**8. Loan fee.** We charge a loan fee of 4% of the principal amount of the loan. This fee will be subtracted proportionately from each disbursement of your loan, and will be shown on a disclosure statement that we send to you.

**9. Repayment incentive programs.** A repayment incentive is a benefit that we offer to encourage you to repay your loan on time. Under a repayment incentive program, the interest rate we charge on your loan may be reduced. Some repayment incentive programs require you to make a certain number of payments on time to keep the reduced interest rate. The following repayment incentive programs may be available to you: *Interest Rate Reduction for Electronic Debit Account Repayment* and *Up-Front Interest Rebate*. These repayment incentive programs are described in the Borrower's Rights and Responsibilities



Statement. The Direct Loan Servicing Center can provide you with more information on other repayment incentive programs that may be available.

**10. Disbursement of loan money.** Generally, the school will disburse (pay out) your loan money in more than one installment, usually at the beginning of each academic term (for example, at the beginning of each semester or quarter). If the school does not use academic terms, it will generally disburse your loan in at least two installments, one at the beginning of the period of study for which the loan is intended, and one at the midpoint of that period of study. The school may disburse some or all of your loan money by crediting it to your or your dependent student's account at the school, or may give it to you directly by check or other means. The Direct Loan Servicing Center will notify you each time the school disburses a portion of your loan.

**11. Canceling your loan.** Before your loan money is disbursed, you may cancel all or part of your loan at any time by notifying the school. After your loan money is disbursed, there are two ways to cancel all or part of your loan:

- Within 14 days after the date the school notifies you that it has credited loan money to your or your dependent student's account at the school, or by the first day of the school's payment period, whichever is later (the school can tell you the first day of the payment period), you may tell the school that you want to cancel all or part of the loan money that was credited. The school will return the cancelled loan amount to us. You do not have to pay interest or the loan fee on the part of your loan that you tell the school to cancel within this timeframe. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you tell the school to cancel. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that was cancelled. If you ask the school to cancel all or part of your loan outside the timeframe described above, the school may process your cancellation request, but it is not required to do so. Within 120 days of the date the school disbursed your loan money (by crediting the loan money to your or your dependent student's account at the school, by paying it directly to you, or both), you may return all or part of your loan to us. Contact the Direct Loan Servicing Center for guidance on how and where to return your loan money. You do not have to pay interest or the loan fee on the part of your loan that you return within 120 days of the date that part of your loan is disbursed. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you return. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that you return.

**12. Repaying your loan.** The repayment period for each Direct PLUS Loan you receive under the MPN begins on the date of the final disbursement of that loan. This means that the repayment period for each loan will begin on a different date. Your first payment on each loan will be due within 60 days of the final disbursement of that loan. (If you are a graduate or professional student, you may defer making payments while you are attending school at least half time.) The amount of time you have to repay your loan will vary from 10 to 25 years, depending on the repayment plan that you choose and the total amount you have borrowed. For Direct PLUS Loans that enter repayment on or after July 1, 2006, you may choose one of the following repayment plans:

**Standard Repayment Plan.** Refer to the Borrower's Rights and Responsibilities Statement for the terms and conditions of this plan.

**Graduated Repayment Plan.** If you choose this plan, your payments will usually be lower at first, and will then increase over time. No single payment will be more than 3 times greater than any other payment. Under this plan, you must repay your loan in full within 10 years (not including periods of deferment and forbearance) from the date the loan entered repayment. If your loan has a variable interest rate, we may need to adjust the number or amount of your payments to reflect changes in the interest rate.

**Extended Repayment Plan.** You may choose this plan only if (1) you had no outstanding balance on a Direct Loan Program loan as of October 7, 1998 or on the date you obtained a Direct Loan Program loan on or after October 7, 1998, and (2) you have an outstanding balance on Direct Loan Program loans that exceeds \$30,000. If you are eligible for and choose this plan, you will make monthly payments based on fixed annual or graduated repayment amounts and will repay your loan in full over a period not to exceed 25 years (not including periods of deferment and forbearance) from the date your loan entered repayment. The maximum period of time you have to repay your loans will vary depending on the amount of your outstanding loan debt. Your payments must be at least \$50 per month and will be more, if necessary, to repay the loan within the required time period. If your loan has a variable interest rate, we may need to adjust the number or amount of your payments to reflect changes in the interest rate.

These plans are designed to give you flexibility in meeting your obligation to repay your loan. You may change repayment plans at any time after you have begun repaying your loan. You may make loan payments before they are due, or pay more than the amount due each month, without penalty. When you have fully repaid a loan, the Direct Loan Servicing Center will send you a notice telling you that you have paid off your loan. You should keep this notice in a safe place.

**13. Late charges and collection costs.** We may require you to pay a late charge of not more than six cents for each dollar of each late payment if you do not make any part of a payment within 30 days after it is due. We may also require you to pay other charges and fees involved in collecting your loan.

**14. Demand for immediate repayment.** The entire unpaid amount of your loan becomes due and payable (on your MPN this is called "acceleration") if you (i) receive loan money, but you or your dependent student do not enroll at least half-time at the school that certified your eligibility for the loan; (ii) use your loan money to pay for anything other than expenses related to the cost of education at the school that certified your eligibility for the loan; (iii) make a false statement that causes you to receive a loan that you are not eligible to receive; or (iv) default on your loan.

**15. Default.** You are in default on your loan if you (i) do not repay the entire unpaid amount of your loan if we require you to do so; (ii) have not made a payment on your loan for at least 270 days; or (iii) do not comply with other terms and conditions of your loan, and we conclude that you no longer intend to honor your obligation to repay your loan.

If you default on your loan, we will report that fact to national credit bureaus. We may sue you, take all or part of your federal tax refund or other federal payments, and/or garnish your wages so that your employer is required to send us part of your salary to pay off your loan. We will require you to pay reasonable collection fees and costs, plus court costs and attorney fees. You will lose eligibility for other federal student aid and assistance under most federal benefit programs. You will lose eligibility for loan deferments.

**16. Credit bureau notification.** We will report information about your loan to one or more national credit bureaus. This information will include the disbursement dates, amount, and repayment status of your loan (for example, whether you are current or delinquent in making payments).

**17. Deferment and forbearance (postponing payments).**

If you meet certain requirements, you may receive a **deferment** that allows you to temporarily stop making payments on your loan. For example, you may receive a deferment for up to 3 years while you are unemployed. For a complete list of deferments, refer to the Borrower's Rights and Responsibilities Statement that you received previously. Effective July 1, 2006, for loans with a first disbursement made on or after July 1, 2001, an additional deferment is available for a period of up to three years during which a borrower is serving on active duty during a war or other military operation or national emergency, or performing qualifying National Guard duty during a war or other military operation or national emergency. You are responsible for paying the interest on a Direct PLUS Loan during a period of deferment.

If you cannot make your scheduled loan payments but do not qualify for a deferment, we may give you a **forbearance**. A forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. For example, we may give you a forbearance if you are temporarily unable to make scheduled loan payments because of financial hardship or illness. We may also give you a forbearance under other conditions as described in the Borrower's Rights and Responsibilities Statement that you received previously. You are responsible for paying the interest on a Direct PLUS Loan during a period of forbearance.

To request a deferment or forbearance, contact the Direct Loan Servicing Center.

**18. Loan discharge.** We may discharge (forgive) all or part of your loan if (i) you die, or the dependent student for whom you borrowed dies, and we receive an original or certified copy of a death certificate for you or the student; (ii) you are totally and permanently disabled, and you meet certain other requirements during a 3-year conditional discharge period; (iii) your loan is discharged in bankruptcy; (iv) you or the dependent student for whom you obtained the loan were unable to complete the program of study because the school closed; (v) the school falsely certified your loan eligibility; (vi) the school did not pay a refund of

your loan money that it was required to pay under federal regulations; or, effective July 1, 2006, (vii) a loan in your name was falsely certified as a result of a crime of identity theft. To request a loan discharge, contact the Direct Loan Servicing Center.

In some cases, you may assert, as a defense against collection of your loan, that your school did something wrong or failed to do something that it should have done. You can make such a defense against repayment only if what your school did or did not do would give rise to a legal cause of action under applicable state law. If you believe that you have a defense against repayment of your loan, contact the Direct Loan Servicing Center.

**19. Loan consolidation.** You may consolidate (combine) one or more of your eligible federal education loans into one loan. Consolidation allows you to extend the period of time that you have to repay your loans, and to combine several loan debts into a single monthly payment. This may make it easier for you to repay your loans. However, you will pay more interest if you extend your repayment period through consolidation, since you will be making payments for a longer period of time. Contact the Direct Loan Servicing Center for more information about loan consolidation.

## Revised Direct Grad PLUS Loan Plain Language Disclosure (PLD)

A sample Direct Grad PLUS Loan Plain Language Disclosure revised as a result of the Higher Education Reconciliation Act (HERA) of 2005 is included below:

# Direct Loans

William D. Ford Federal Direct Loan Program

## William D. Ford Federal Direct Loan Program Direct PLUS Loan Plain Language Disclosure

A graduate or professional student or the parent of a dependent undergraduate student may borrow a Federal Direct PLUS Loan (Direct PLUS Loan). In this document, "you" refers to the borrower.

**1. General information.** You are receiving a Direct PLUS Loan to help pay the costs of your education or your dependent student's education. This Plain Language Disclosure (Disclosure) summarizes important information about your loan. Please read this Disclosure carefully and keep a copy in a safe place. In this Disclosure, the words "we," "us," and "our" refer to the U.S. Department of Education. If you have questions about your loan, contact our Direct Loan Servicing Center. The Direct Loan Servicing Center's telephone number and address are shown on correspondence you will receive related to your loan.

You must repay this loan, even if you or your dependent undergraduate student are unhappy with the education provided by the school, do not complete the program of study, or cannot find work in that area of study. Borrow only the amount you can afford to repay, even if you are eligible to borrow more.

By accepting your loan proceeds, you are certifying, under penalty of perjury, that if you or your dependent undergraduate student, as applicable, have been convicted of, or have pled nolo contendere or guilty to, a crime involving fraud in obtaining federal student aid funds under Title IV of the Higher Education Act of 1965, as amended, you or the student have completed the repayment of those funds to the U.S. Department of Education, or to the loan holder in the case of a Title IV federal student loan.

**2. Direct PLUS Loan Application and Master Promissory Note (MPN).** You are receiving a loan under an MPN that you signed previously. You may receive additional loans under that MPN for up to 10 years if the school that you or your dependent student attend is authorized to use the multi-year feature of the MPN and chooses to do so. If the school is not authorized to use the multi-year feature of the MPN or chooses not to do so, or if you do not want to receive more than one loan under the same MPN, you must sign a new MPN for each loan. If you do not want to receive more than one loan under the same MPN, you must notify the school or the Direct Loan Servicing Center in writing.

If you are a parent borrowing for more than one dependent undergraduate student, you need a separate MPN for each student. If you are borrowing for yourself as a graduate or professional student and also as a parent for one or more dependent undergraduate students, you need one MPN to borrow for yourself and a separate MPN to borrow for each dependent student.

**3. Loan terms and conditions.** This Disclosure summarizes information about your loan. Please refer to your MPN and the Borrower's Rights and Responsibilities Statement that you received previously for the complete terms and conditions of your loan. If you need another copy of the Borrower's Rights and Responsibilities Statement, contact the Direct Loan Servicing Center. Unless we tell you otherwise in this Disclosure, your MPN and the Borrower's Rights and Responsibilities Statement control the terms and conditions of your loan. Loans made under your MPN are subject to the Higher Education Act of 1965, as amended, and federal regulations. Any changes to the law or

regulations apply to loans in accordance with the effective date of the changes.

**4. Use of loan money.** You may use your loan money only to pay educational expenses (for example, tuition, room, board, books) for yourself (if you are a graduate or professional student) or for your dependent undergraduate student (if you are a parent borrower) at the school that determined you were eligible to receive the loan. If you accept this loan, eligibility for other student assistance may be affected.

**5. Information you must report.** While you or your dependent student are still in school, you must notify the school if (i) you change your address or telephone number; (ii) you change your name (for example, maiden name to married name); (iii) you or your dependent student do not enroll at least half-time for the loan period certified by the school, or do not enroll at the school that certified your eligibility for the loan; (iv) you or your dependent student stop attending school or drop below half-time enrollment; or (v) you or your dependent student graduate or transfer to another school.

You must also notify the Direct Loan Servicing Center of any of the above changes at any time after you receive your loan. In addition, you must notify the Direct Loan Servicing Center if you (i) change employers, or if your employer's address or phone number changes; or (ii) have any other change in status that affects your loan (for example, if you received a deferment but no longer meet the eligibility requirements for that deferment).

**6. Amount you may borrow.** For each academic year, you may borrow up to – but not more than – the estimated cost of attendance minus the amount of any other financial aid awarded for that academic year. The school determines the cost of attendance using federal guidelines.

**7. Interest.** Loans with a first disbursement on or after July 1, 2006 have a fixed interest rate of 7.9%. Loans with a first disbursement prior to July 1, 2006 have a variable interest rate that is adjusted each year on July 1 but will never be more than 9%. For loans with a variable interest rate, we will notify you annually of the interest rate formula and the actual interest rate. We charge interest on your Direct PLUS Loan from the date the loan is first disbursed until it is repaid in full, including during periods of deferment or forbearance. If you do not pay the interest as it is charged during deferment or forbearance, we will add it to the unpaid amount of your loan. This is called capitalization. Capitalization increases the unpaid amount of your loan, and we will then charge interest on the increased amount.

**8. Loan fee.** We charge a loan fee of 4% of the principal amount of the loan. This fee will be subtracted proportionately from each disbursement of your loan, and will be shown on a disclosure statement that we send to you.

**9. Repayment incentive programs.** A repayment incentive is a benefit that we offer to encourage you to repay your loan on time. Under a repayment incentive program, the interest rate we charge on your loan may be reduced. Some repayment incentive programs require you to make a certain number of payments on time to keep the reduced interest rate. The following repayment incentive programs may be available to you: *Interest Rate Reduction for Electronic Debit Account Repayment* and *Up-Front Interest Rebate*. These repayment incentive programs are

described in the Borrower's Rights and Responsibilities Statement. The Direct Loan Servicing Center can provide you with more information on other repayment incentive programs that may be available.

**10. Disbursement of loan money.** Generally, the school will disburse (pay out) your loan money in more than one installment, usually at the beginning of each academic term (for example, at the beginning of each semester or quarter). If the school does not use academic terms, it will generally disburse your loan in at least two installments, one at the beginning of the period of study for which the loan is intended, and one at the midpoint of that period of study. The school may disburse some or all of your loan money by crediting it to your or your dependent student's account at the school, or may give it to you directly by check or other means. The Direct Loan Servicing Center will notify you each time the school disburses a portion of your loan.

**11. Canceling your loan.** Before your loan money is disbursed, you may cancel all or part of your loan at any time by notifying the school. After your loan money is disbursed, there are two ways to cancel all or part of your loan:

- Within 14 days after the date the school notifies you that it has credited loan money to your or your dependent student's account at the school, or by the first day of the school's payment period, whichever is later (the school can tell you the first day of the payment period), you may tell the school that you want to cancel all or part of the loan money that was credited. The school will return the cancelled loan amount to us. You do not have to pay interest or the loan fee on the part of your loan that you tell the school to cancel within this timeframe. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you tell the school to cancel. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that was cancelled. If you ask the school to cancel all or part of your loan outside the timeframe described above, the school may process your cancellation request, but it is not required to do so. Within 120 days of the date the school disbursed your loan money (by crediting the loan money to your or your dependent student's account at the school, by paying it directly to you, or both), you may return all or part of your loan to us. Contact the Direct Loan Servicing Center for guidance on how and where to return your loan money. You do not have to pay interest or the loan fee on the part of your loan that you return within 120 days of the date that part of your loan is disbursed. If you received an up-front interest rebate on your loan, the rebate does not apply to the part of your loan that you return. Your loan will be adjusted to eliminate any interest, loan fee, and rebate amount that applies to the amount of the loan that you return.

**12. Repaying your loan.** The repayment period for each Direct PLUS Loan you receive under the MPN begins on the date of the final disbursement of that loan. This means that the repayment period for each loan will begin on a different date. Your first payment on each loan will be due within 60 days of the final disbursement of that loan. (If you are a graduate or professional student, you may defer making payments while you are attending school at least half time.) The amount of time you have to repay your loan will vary from 10 to 25 years, depending on the repayment plan that you choose and the total amount you have borrowed. For Direct PLUS Loans that enter repayment on or after July 1, 2006, you may choose one of the following repayment plans:

**Standard Repayment Plan.** Refer to the Borrower's Rights and Responsibilities Statement for the terms and conditions of this plan.

**Graduated Repayment Plan.** If you choose this plan, your payments will usually be lower at first, and will then increase over time. No single payment will be more than 3 times greater than any other payment. Under this plan, you must repay your loan in full within 10 years (not including periods of deferment and forbearance) from the date the loan entered repayment. If your loan has a variable interest rate, we may need to adjust the

number or amount of your payments to reflect changes in the interest rate.

**Extended Repayment Plan.** You may choose this plan only if (1) you had no outstanding balance on a Direct Loan Program loan as of October 7, 1998 or on the date you obtained a Direct Loan Program loan on or after October 7, 1998, and (2) you have an outstanding balance on Direct Loan Program loans that exceeds \$30,000. If you are eligible for and choose this plan, you will make monthly payments based on fixed annual or graduated repayment amounts and will repay your loan in full over a period not to exceed 25 years (not including periods of deferment and forbearance) from the date your loan entered repayment. The maximum period of time you have to repay your loans will vary depending on the amount of your outstanding loan debt. Your payments must be at least \$50 per month and will be more, if necessary, to repay the loan within the required time period. If your loan has a variable interest rate, we may need to adjust the number or amount of your payments to reflect changes in the interest rate.

These plans are designed to give you flexibility in meeting your obligation to repay your loan. You may change repayment plans at any time after you have begun repaying your loan. You may make loan payments before they are due, or pay more than the amount due each month, without penalty. When you have fully repaid a loan, the Direct Loan Servicing Center will send you a notice telling you that you have paid off your loan. You should keep this notice in a safe place.

**13. Late charges and collection costs.** We may require you to pay a late charge of not more than six cents for each dollar of each late payment if you do not make any part of a payment within 30 days after it is due. We may also require you to pay other charges and fees involved in collecting your loan.

**14. Demand for immediate repayment.** The entire unpaid amount of your loan becomes due and payable (on your MPN this is called "acceleration") if you (i) receive loan money, but you or your dependent student do not enroll at least half-time at the school that certified your eligibility for the loan; (ii) use your loan money to pay for anything other than expenses related to the cost of education at the school that certified your eligibility for the loan; (iii) make a false statement that causes you to receive a loan that you are not eligible to receive; or (iv) default on your loan.

**15. Default.** You are in default on your loan if you (i) do not repay the entire unpaid amount of your loan if we require you to do so; (ii) have not made a payment on your loan for at least 270 days; or (iii) do not comply with other terms and conditions of your loan, and we conclude that you no longer intend to honor your obligation to repay your loan.

If you default on your loan, we will report that fact to national credit bureaus. We may sue you, take all or part of your federal tax refund or other federal payments, and/or garnish your wages so that your employer is required to send us part of your salary to pay off your loan. We will require you to pay reasonable collection fees and costs, plus court costs and attorney fees. You will lose eligibility for other federal student aid and assistance under most federal benefit programs. You will lose eligibility for loan deferments.

**16. Credit bureau notification.** We will report information about your loan to one or more national credit bureaus. This information will include the disbursement dates, amount, and repayment status of your loan (for example, whether you are current or delinquent in making payments).

**17. Deferment and forbearance (postponing payments).**

If you meet certain requirements, you may receive a **deferment** that allows you to temporarily stop making payments on your loan. For example, you may receive a deferment for up to 3 years while you are unemployed. For a complete list of deferments, refer to the Borrower's Rights and Responsibilities Statement that you received previously. Effective July 1, 2006, for loans with a first disbursement made on or after July 1, 2001, an additional deferment is available for a period of up to three years during which a borrower is serving on active duty during a war or other military operation or national emergency, or performing qualifying National Guard duty during a war or other military operation or

national emergency. You are responsible for paying the interest on a Direct PLUS Loan during a period of deferment.

If you cannot make your scheduled loan payments but do not qualify for a deferment, we may give you a **forbearance**. A forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. For example, we may give you a forbearance if you are temporarily unable to make scheduled loan payments because of financial hardship or illness. We may also give you a forbearance under other conditions as described in the Borrower's Rights and Responsibilities Statement that you received previously. You are responsible for paying the interest on a Direct PLUS Loan during a period of forbearance.

To request a deferment or forbearance, contact the Direct Loan Servicing Center.

**18. Loan discharge.** We may discharge (forgive) all or part of your loan if (i) you die, or the dependent student for whom you borrowed dies, and we receive an original or certified copy of a death certificate for you or the student; (ii) you are totally and permanently disabled, and you meet certain other requirements during a 3-year conditional discharge period; (iii) your loan is discharged in bankruptcy; (iv) you or the dependent student for whom you obtained the loan were unable to complete the program of study because the school closed; (v) the school falsely

certified your loan eligibility; (vi) the school did not pay a refund of your loan money that it was required to pay under federal regulations; or, effective July 1, 2006, (vii) a loan in your name was falsely certified as a result of a crime of identity theft. To request a loan discharge, contact the Direct Loan Servicing Center.

In some cases, you may assert, as a defense against collection of your loan, that your school did something wrong or failed to do something that it should have done. You can make such a defense against repayment only if what your school did or did not do would give rise to a legal cause of action under applicable state law. If you believe that you have a defense against repayment of your loan, contact the Direct Loan Servicing Center.

**19. Loan consolidation.** You may consolidate (combine) one or more of your eligible federal education loans into one loan.

Consolidation allows you to extend the period of time that you have to repay your loans, and to combine several loan debts into a single monthly payment. This may make it easier for you to repay your loans. However, you will pay more interest if you extend your repayment period through consolidation, since you will be making payments for a longer period of time. Contact the Direct Loan Servicing Center for more information about loan consolidation.